



TRAFFIC SAFETY BUREAU APPLICATION FOR

DRIVING SAFETY SCHOOL RENEWAL LICENSE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- complete this application on your computer by using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** by printing legibly in black ink
- provide all information requested in Sections 1 to 3 of the application form
- include copies of all the required documents listed in Section 4 of the application form
- initial each statement in Section 5 of the application form
- sign and date the application in Section 6 of the application form
- submit a check made payable to *Traffic Safety Bureau* in the amount of
 - \$400.00 for the main school site *plus*
 - \$35.00 for each extension site *plus*
 - a \$25.00 late fee if the application is postmarked on or after June 1st
- make a copy of the completed application and required documents for your records
- mail all documents to:

**Transportation Safety Center – Licensing Section
Institute of Public Law
MSC11 6060
1 University of New Mexico
Albuquerque, NM 87131-0001**

If you have any questions concerning this application or any of the forms, please contact:

- Meg Kempert by email at meg@unm.edu or by telephone at (505)277-8771 **or** the Licensing Section by fax at (505)277-5483

YOU MAY CHECK THE STATUS OF YOUR APPLICATION AT ANY TIME BY VISITING OUR WEBSITE AT <http://transportation.unm.edu/lic/status.htm> You will be asked to register by typing your name and a password provided by the Licensing Section. These status reports are updated in real time. To expedite the application process, we ask that you not call IPL for this type of information unless you are having an online problem.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The Institute of Public Law (IPL), on behalf of the Traffic Safety Bureau, will review your application within 15 days *if* it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until IPL receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, IPL will contact you regarding the missing information or documents. If IPL does not receive the missing information or documents within 30 days of the date of the contact, your application will be considered inactive. You may resubmit a complete application at any time.

If TSB does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

If TSB approves your application, IPL will issue your Driving Safety School license on behalf of the Traffic Safety Bureau.

NO PERSON MAY CONTINUE TO OPERATE A DRIVING SAFETY SCHOOL AFTER JUNE 30th OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY BUREAU HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY SCHOOL LICENSE FOR THE FISCAL YEAR COMMENCING JULY 1st.

➤ ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

APPLICATION FOR DRIVING SAFETY SCHOOL RENEWAL LICENSE

Section 1 – Driving Safety School Information.

School Name (as it appears on business license)		
School Physical Address Street Address, City, State, Zip Code		
School Mailing Address (if different from physical address) Street Address, City, State, Zip Code		
Toll-Free Telephone Number		
Local Telephone Number		
Fax Number		
E-mail Address		
Do you have Internet access?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Web Address (if applicable)		
Name of School Owner/Operator		
I am also filing a separate application to renew my Instructor's certificate	<input type="checkbox"/> yes	<input type="checkbox"/> no

Section 2 – List of Extension Sites

Site ID	City	Street Address	Telephone
Site A			
Site B			
Site C			
Site D			
Site E			
Site F			
Site G			
Site H			
Site I			
Site J			

Section 3 – List of Instructors

	Name	Telephone	Site ID*
1			
2			
3			
4			
5			
6			

7			
8			
9			
10			

* use M for the main site or the site ID letter from section 3 above for extension sites

Section 4 – Required Documents.

Please submit the following documents with this application:

- A completed Request for MVD Limited Driving History form available at <http://ipl.unm.edu/traf/certification/forms/MVD-school.doc> so that IPL can obtain the applicant’s limited driving history directly. The applicant’s original signature is required (if the applicant has submitted an MVD request form with an instructor’s certificate application, the applicant does not need to submit it with this application);
- A completed Authorization for Release of Information by DPS form available at <http://ipl.unm.edu/traf/certification/forms/DPS-school.doc> so that IPL can obtain the applicant’s state criminal background check directly. The applicant’s original signature is required. ***This form must be notarized and accompanied by a check for \$10.00 made payable to the Department of Public Safety*** (if the applicant has submitted an MVD request form with an instructor’s certificate application, the applicant does not need to submit it with this application);
- A surety bond that meets the requirements of paragraph 18.20.8.9B(3) of the rule;
- For each extension site or classroom to be used***, a copy of the Certificate of Maximum Occupant Load issued by the state or local Fire Marshal stating the maximum occupancy allowed by the fire code for each room used for instruction at a main or extension site;
- A schedule of fees applicable to students who enroll in the program; and
- A copy of the written refund and written rescheduling policy issued to each student upon enrollment.

Section 5 – Sworn Statements.

By my initials beside each statement, I, _____, d/b/a/ _____, certify that:

_____ All statements sworn to in the original application are still in full force and effect.

_____ I have submitted all required reports to the Institute of Public Law, Licensing

Section.

_____ The Driving Safety School main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

_____ The persons who will serve as Driving Safety Instructors meet the requirements of the rule.

_____ I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or revocation or suspension of my license.

_____ If I have not received my renewal license by July 1st, I will cease to operate the main site and all extension sites of this Driving Safety School until I have received a renewal license from the Traffic Safety Bureau.

Section 6 – Signature and Date.

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

Applicant's signature

Date